



SUBMITTALS

**Requirements to start
construction**

WebCM Submittal Register

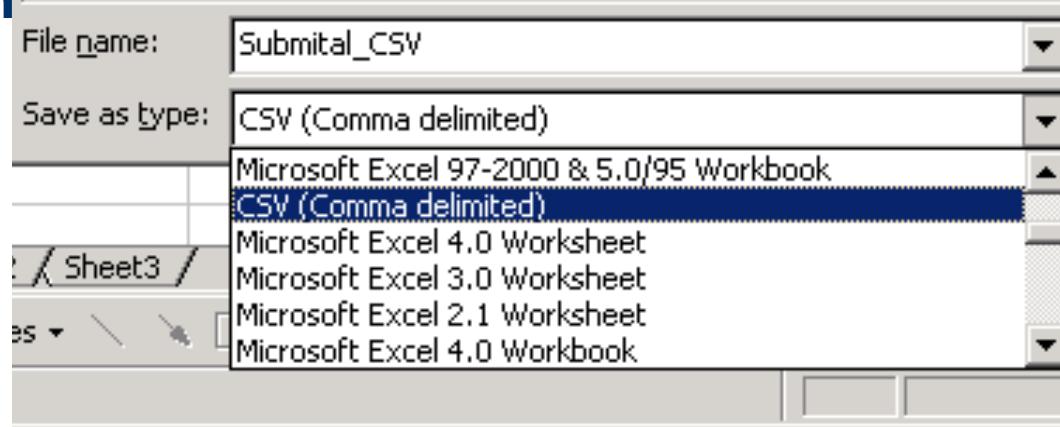
WebCM Instructions

WebCM Guidance

Requirements to start construction

- **Submittals that are required before construction start.**
 - **Within 10 days of Delivery Order award**
 - Surety bonds (Payment & Performance)
 - Certificates of insurance
 - **Before Pre-con meeting**
 - List of proposed subcontractors
 - Schedule of values
 - **During Pre-con meeting**
 - Health and safety plan
 - Quality control plan
 - Environmental protection plan
 - Work plan
 - **Submittal register**

- **Provided before or at the Pre-Construction (Pre-con) meeting.**
 - Spec. & Tech. text file
 - Excel .CSV template file
- **Required data: *All fields must have data.**
 - **Activity ID (use 000 if Activity ID is unknown/not used)**
 - Determined by contractor's Primavera activity tracking code
- **Save file in the CSV (comma delimited) format.**
 - **Do not use CSV (Microsoft) or CSV (MS-DOS) format**

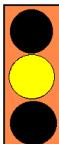


- **Upload Submittal Register into WebCM.**
- **Common Errors that prevent upload:**
 - Alpha characters in paragraph number field
 - Extra spaces and commas
 - Cut & Pasted data
- **Government approves submittal register**
- **Begin submittal process**
- **Samples and non-digital submittals (Mock-ups, material, etc.)**
 - Submit cover letter that includes all pertinent information
 - Shipping tracking #
 - Digital photo
 - Local base policies

WebCB Instructions



- **Step 1 Create CSV file from government submittal registers.**



- **Step 2 Upload CSV file into WebCM.**
***Government approves submittal register**



- **Step 3 Begin submittal process.**



Contact the Ordering Officer to resolve errors.



WebCM Guidance

PRIMAVERA
PrimeContract™

[log out](#) Welcome, NAVFAC WebCM [October 15, 2003](#)

[Personal View](#) | [Projects](#) | [Search](#) | [?](#)

Project Tree

Search [Advanced...](#)

[INAVFAC Internal Training Project 2](#)

[INAVFAC Internal Training Project 2](#)

[Reports](#)

[Project Summary](#)

INAVFAC Internal Training Project 2

[INAVFAC Internal Training Project 2](#)

[INAVFAC Enterprise Folder](#)

[Add Files](#) | [Create a new folder](#) | [Add Other ...](#)

Type	Info	Name	Size	Functions
		01. Correspondence	7 Items	
		02. Daily Reports	15 Items	
		03. Submittals	3 Items	
		04. Requests For Information	3 Items	
		05. Invoices/Payrolls/Labor Interviews	16 Items	
		06. Schedules	3 Items	
		07. Safety/Environmental	4 Items	
		08. Photos	5 Items	
		10. Constructability Reviews	2 Items	
		11. Commissioning	0 Items	
		12. Closeout	3 Items	
		13. Reports	3 Items	
		14. Contract Items	5 Items	

Internet



Government Submittal Register Example 1

SUBMITTAL REGISTER												CONTRACT NO.					
TITLE AND LOCATION						CONTRACTOR											
ACTIVITY NO	TRANSMITTER NO	SPEC SELECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH #	GOVT OR CLASSIFICATION	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION		APPROVING AUTHORITY			MAILED TO CONTR/	REMARKS		
						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH	DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION	DATE RCD FRM APPR AUTH
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
	01200		SD-01 Preconstruction Submittals														
			Schedule of prices	1.3	G												
	01310		SD-01 Preconstruction Submittals														
			List of contact personnel	1.4.1	G												
	01321		SD-11 Closeout Submittals														
			Qualifications		G												
			Standard Activity Coding	1.6.2.6	G												
			Dictionary														
			Preliminary Network Analysis		G												
			Schedule														
			Network Analysis Schedule	1.7.4	G												
			Accepted Network Analysis	1.7.6	G												
			Schedule														
			Monthly Network Analysis	1.7.7	G												
			Updates														
			Summary Network	1.7.8	G												
			As-Built Schedule	1.7.9	G												
	01330		SD-01 Preconstruction Submittals														
			Submittal register	1.5.1	G												
	01450		SD-01 Preconstruction Submittals														
			(QC) plan	1.6	G												
	01500		SD-01 Preconstruction Submittals														
			Construction site plan		G												
			SD-03 Product Data														
			Backflow preventers		G												
			SD-07 Certificates														

Government Submittal Register Example 2

Spec Section,Para #,Description,Classification,Activity ID,Submit By,Approval Needed By,Mater
1200,1.3,Schedule of prices,G,,,
1310,1.4.1,List of contact personnel,G,,,
1321,1.5,Qualifications,G,,,
1321,1.6.2.6,Standard Activity Coding Dictionary,G,,,
1321,1.7.2,Network Analysis Schedule,G,,,
1321,1.7.4,Accepted Network Analysis Schedule,G,,,
1321,1.7.5,Monthly Network Analysis Updates,G,,,
1322,1.6.1,List of Contractors key WebCM personnel.,,,,
1330,1.4.1,Submittal register,G,,,
1450,1.6,(QC) plan,G,,,
1500,1.3,Construction site plan,,,
1500,1.4,Backflow preventers,,,
1500,3.3,Backflow Preventer Tests,G,,,
1500,1.6,Backflow Tester,G,,,
1500,1.4,Backflow Preventers,,,
1500,1.8.2.1,Traffic Control Plan,G,,,
1525,1.8,Accident Prevention Plan (APP),G,,,
1525,1.9,Activity Hazard Analysis (AHA),G,,,
1525,1.8.1,Crane Critical Lift Plan,G,,,
1525,1.13,Reports,,,
1525,1.13.1,Accident Reports,,,
1525,1.13.3,Monthly Exposure Reports,,,
1525,1.13.4,Regulatory Citations and Violations,,,
1525,1.13.5,Crane Reports,,,
1525,1.13.6,Certificate of Compliance,,,
1525,1.1,Confined Space Entry Permit,,,
1572,1.3.3,Waste Management Plan,G,,,
1575,1.9,Environmental protection plan,G,,,
1575,3.6,Dirt and dust control plan,G,,,
1575,1.7,Storm water Pollution Prevention Plan and Erosion and Sediment Control Plan,G,,,
1575,1.4,Laboratory analysis,,,
1575,1.5.3,Laboratory analysis,,,
1575,3.7.2,Laboratory analysis,,,
1575,1.5.1,Preconstruction survey,G,,,
1575,1.5.2,Solid waste disposal permit,G,,,



Ordering Officer is responsible for ensuring correct .CSV spreadsheet is taken from the Prime Contract Web site and provided to contractor.

Training Project 1

Search Go Advanced...

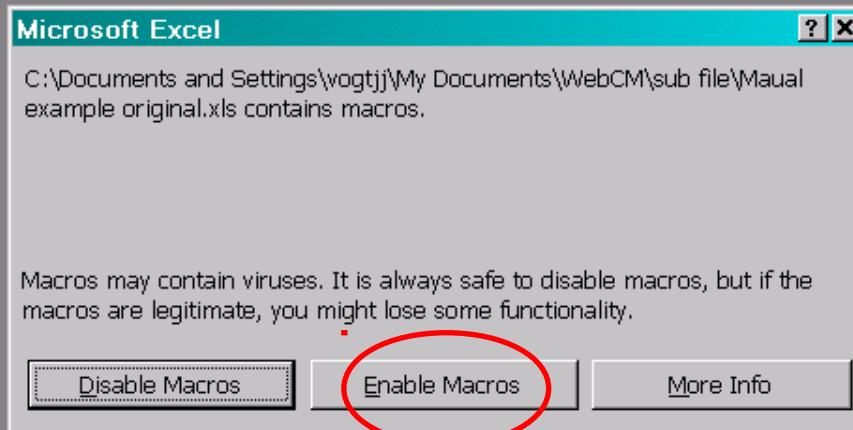
INAVFAC Internal Training Project 1 Reports Project Administration Project Summary

Enterprise View > INAVFAC Internal Training Project 1 > 03. Submittals > 3.1 Archived Submittals

Add Files Create a new folder Add Other ...

Type	Info	Name	Size	Function
Folder	1	INAVFAC Internal Training Project 1 - Workflow Attachments - 303	3 Items	
Folder	1	INAVFAC Internal Training Project 1 - Workflow Attachments - 55	1 Item	
Folder	1	INAVFAC Internal Training Project 1 - Workflow Attachments - 8	1 Item	





When you open the Government provided spreadsheet this screen will “pop” up. Please click on the Enable Macros button.



Microsoft Excel - received_file_03001

File Edit View Insert Format Tools Data Window Help

E27

	A	B	C	D	E	F	G	H	I	J
1	Spec Section	Para #	Description	Classification	Activity ID	Submit By	Approval Needed By		Material Needed By	
2										
3										
4										
5										
6										
7										

All data must be entered and not copied/pasted from other sources. All columns must be filled in. Column width may be changed for ease of inputting data. No Alpha characters are allowed in column B (Paragraph #). Activity ID is determined by contractor's Primavera activity tracking code (use 000 if unknown/not used).

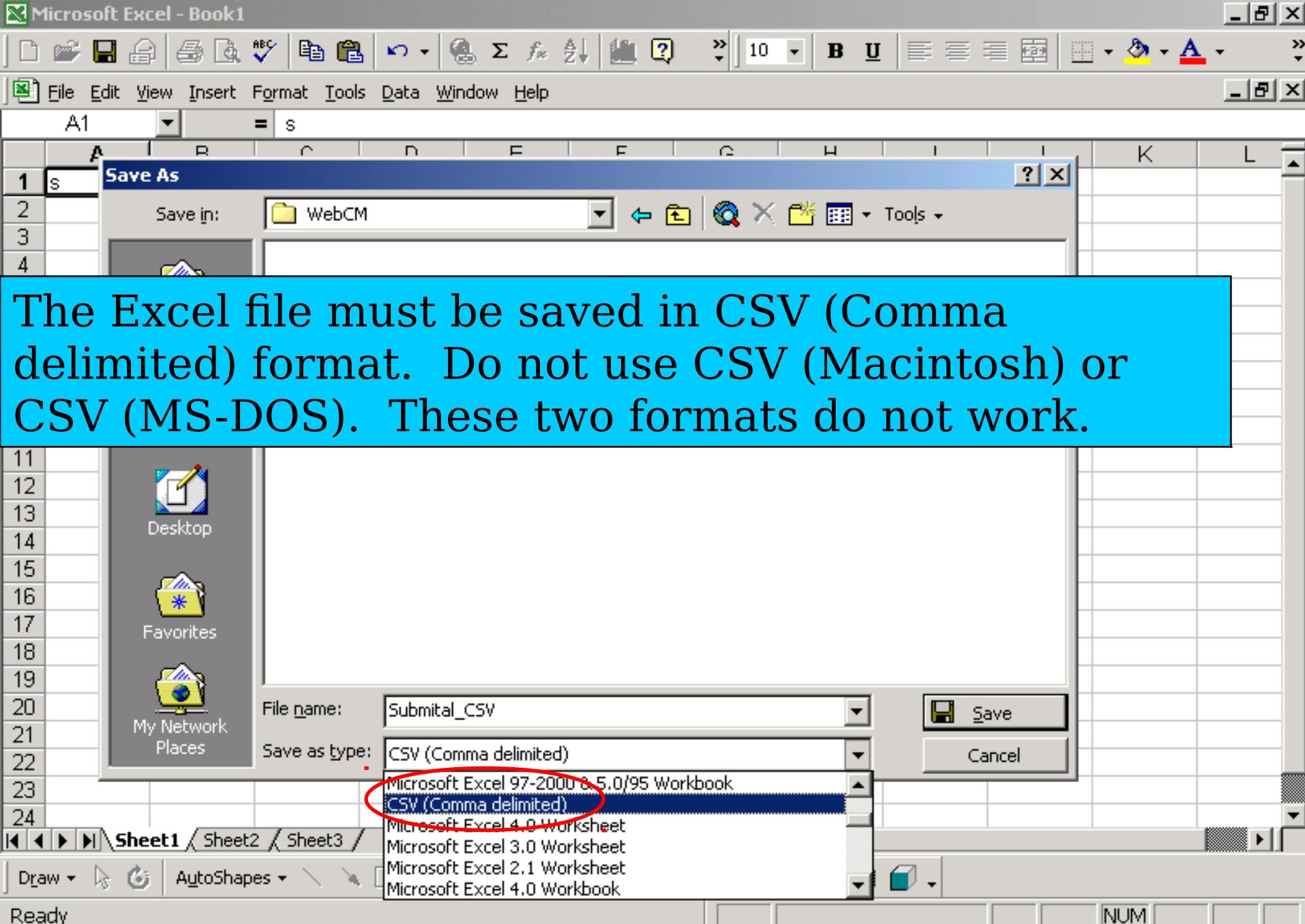


Submittal Register								
	Spec Section	Para #	Description	Classification	Activity ID	Submit By	Approval Needed By	Material Needed By
1								
2	1200	1.3	Schedule of prices	G	2010	8/9/2004	9/3/2004	9/3/2004
3	1310	1.4.1	List of contact personnel	G	2012	7/28/2004	8/25/2004	8/25/2004
4	1321	1.5	Qualifications	G	2014	7/28/2004	8/25/2004	8/25/2004
5	1321	1.6.2.6	Standard Activity Coding Dictionary	G	2016	7/28/2004	8/25/2004	8/25/2004
6	1321	1.7.2	Network Analysis Schedule	G	2018	7/28/2004	8/25/2004	8/25/2004
7	1321	1.7.4	Accepted Network Analysis Schedule	G	2020	7/28/2004	8/25/2004	8/25/2004
8	1321	1.7.5	Monthly Network Analysis Updates	G	2022	7/28/2004	8/25/2004	8/25/2004
15	1500	1.6	Backflow Tester	G	2036	7/28/2004	8/25/2004	8/25/2004
16	1500	1.4	Backflow Preventers		2038	7/28/2004	8/25/2004	8/25/2004
17	1500	1.8.2.1	Traffic Control Plan	G	2040	8/9/2004	9/3/2004	9/3/2004

This is an example of the submittal register that has been properly completed by the Contractor. The next slides show how to send it to the Government.

Submittal Register								
	Spec Section	Para #	Description	Classification	Activity ID	Submit By	Approval Needed By	Material Needed By
15	1500	1.6	Backflow Tester	G	2036	7/28/2004	8/25/2004	8/25/2004
16	1500	1.4	Backflow Preventers		2038	7/28/2004	8/25/2004	8/25/2004
17	1500	1.8.2.1	Traffic Control Plan	G	2040	8/9/2004	9/3/2004	9/3/2004

The Excel file must be saved in CSV (Comma delimited) format. Do not use CSV (Macintosh) or CSV (MS-DOS). These two formats do not work.



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

A1 = s

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23

24

Sheet1 / Sheet2 / Sheet3

Draw AutoShapes

Ready

Save As

Save in: WebCM

File name: Submtal_CSV

Save as type: CSV (Comma delimited)

Microsoft Excel 97-2000 & 5.0/95 Workbook

CSV (Comma delimited)

Microsoft Excel 4.0 Worksheet

Microsoft Excel 3.0 Worksheet

Microsoft Excel 2.1 Worksheet

Microsoft Excel 4.0 Workbook

Cancel

Save

Project Tree

Search Advanced...

[INAVFAC Internal Training Project 2](#)

[Reports](#)

[Project Summary](#)

INAVFAC Internal Training Project 2

Enterprise View > INAVFAC Internal Training Project 2

NAVFAC Enterprise Folder

Add Files | Create a new folder | Add Other ...

Click on submittals

Type	Info	Name	Size	Functions
Folder	1	01. Correspondence	7 Items	
Folder	1	02. Daily Reports	15 Items	
Folder	1	03. Submittals	3 Items	
Folder	1	04. Requests for Information	3 Items	
Folder	1	05. Invoices/Payrolls/Labor Interviews	16 Items	
Folder	1	06. Schedules	3 Items	
Folder	1	07. Safety/Environmental	4 Items	
Folder	1	08. Photos	5 Items	
Folder	1	10. Constructability Reviews	2 Items	
Folder	1	11. Commissioning	0 Items	
Folder	1	12. Closeout	3 Items	
Folder	1	13. Reports	3 Items	
Folder	1	14. Contract Items	5 Items	

01. Correspondence

02. Daily Reports

03. Submittals

04. Requests for Information

05. Invoices/Payrolls/Labor Interviews

06. Schedules

07. Safety/Environmental

08. Photos

10. Constructability Reviews

11. Commissioning

12. Closeout

13. Reports

14. Contract Items



Personal View

Projects

Search



log out

Welcome, NAVFAC WebCM

October 15, 2003

!NAVFAC Internal

Training Project 2

Search

Advanced...

[!NAVFAC Internal Training Project 2](#)[Reports](#)[Project Summary](#)

Done

03. Submittals

Enterprise View > [!NAVFAC Internal Training Project 2](#) > 03. Submittals

[Submittal Register Approval Workflow](#) [Submittals Register Folder](#)

Configure

Click on Submittal
Register Approval
Workflow

Size Functions

2 Items

Click on Attachments in the checklists

Submittal Register Approval Workflow

Checklist

Work Item Finished

[Overview](#)

[General](#)

Attachments

[Comments](#)

Initiate

General

Before initiating this submittal register approval process, click the links on the left to complete each of the following Work Item sections:

Attachments	Attachments enables you to reference any documents related to this submittal register. To view, add, or modify attachments, click the Attachments link on the left.
Comments	Comments enables you to review or add relevant comments related to this submittal register approval process. To review or add comments, click the Comments link on the left.

After you complete each of these sections, click the **Initiate** button on the left.

Note: Instructions for all sections are listed below. If you need to come back to these instructions at any time, click the **Overview** link on the left. Instructions specific to each section also appear when you click the section links on the left. Use these links to navigate to each Work Item section.

Attachments

In this section, add the submittal register from your local computer to PrimeContract.

To add a document from your local computer:

1. From the **Add New Item...** dropdown-list, select **Document**.
2. In the Name field, type a document a name, such as Submittal Register.
3. In the File field, click **Browse**.

Click on the arrow next to Add New Item

Submittal Register Approval Workflow

Checklist

Work Item Finished

[Overview](#)[General](#)[Attachments](#)[Comments](#)[Initiate](#)Click [here](#) for Attachment instructions.

Attachments

[Add item from PrimeContract...](#)

Attachments



Add New Item...



In this section, add the submittal register from your local computer to PrimeContract.

To add a document from your local computer:

1. From the **Add New Item...** dropdown-list, select **Document**.
2. In the Name field, type a document a name, such as Submittal Register.
3. In the File field, click **Browse**.
4. Browse your hard drive for the submittal register.
5. Click **Add Item**.

After you have finished adding the attachment, click one of the links on the left:

- Click **General** to return to the main screen.
- Click **Comments** to add any comments.

Once you have completed all sections, click the **Initiate** button on the left to send the submittal register to the reviewer.

Submittal Register
Approval Workflow

Checklist

Work Item Finished

Overview

General

Attachments

Comments

Initiate

Click [here](#) for Attachment instructions.

Attachments

Attachments

Click on Document.

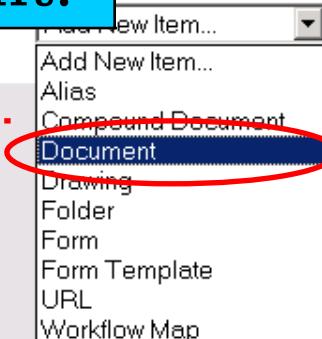
In this section, add the submittal register from your local computer to PrimeContract.

To add a document from your local computer:

1. From the **Add New Item...** dropdown-list, select **Document**.
2. In the Name field, type a document a name, such as Submittal Register.
3. In the File field, click **Browse**.
4. Browse your hard drive for the submittal register.
5. Click **Add Item**.

After you have finished adding the attachment, click one of the links on the left:

- Click **General** to return to the main screen.
- Click **Comments** to add any comments.

Once you have completed all sections, click the **Initiate** button on the left to send the submittal register to the reviewer.



15.2003

Click on Browse. Find the submittal register on your hard drive by using the browse function. Select the file.

Work It!

Over Gen Atta Com

Add Single Document Add Single Drawing Add Multiple Files

Name:

Description:

File:

Categories:

Create In:

Action:

Copyright © 2003 - Primavera Systems, Inc.

Work Package - Microsoft Internet Explorer provided by LANTNAVFAC

File Edit View Favorites Tools Help

Back Search Favorites Links

Address ?func=work.FrameStartTaskEdit&manid=5572259&nexturl=%2Fprimecontract%2Frollab%3Ffunc%3D1%26objId%3D5072442%26objAction%3Dbrowse%26sort%3Dsubtve

Add Files - Microsoft Internet Explorer provided by LANTNAVFAC

PRIMAVERA Dr:mi

After selecting the file ensure the name block has a file name and then click on the Add Item button.

Add Files

Add Single Document Add Single Drawing Add Multiple Files

Name: submittal log

Description: as requested here is the log for approval

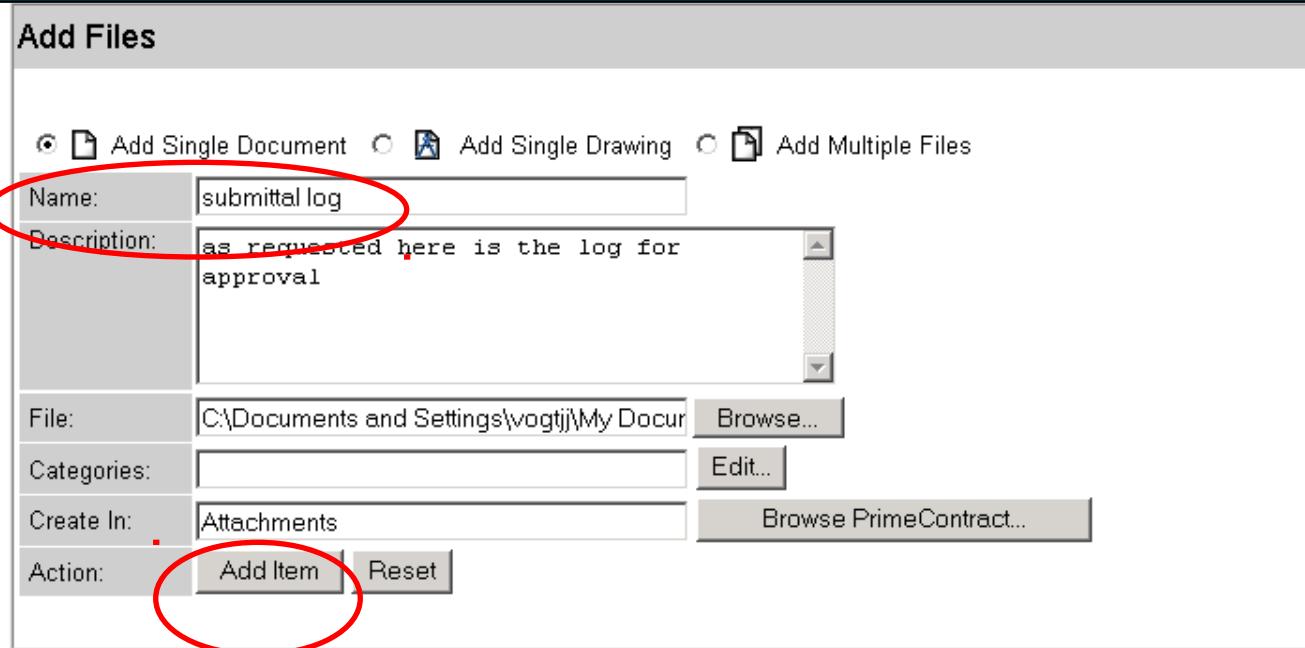
File: C:\Documents and Settings\voigtj\My Docur

Categories:

Create In: Attachments

Action:

Copyright © 2003 - Primavera Systems, Inc.



Submittal Register Approval Workflow

[Checklist](#)Work Item [Finished](#)[Overview](#)[General](#)[Attachments](#)[Comments](#)

Once the register is attached,
click on initiate.

[Initiate](#) Click [here](#) for Attachment instructions.[Add item from PrimeContract...](#)[Add New Item...](#)[Size](#)[Functions](#)147 KB [Download](#)

In this section, add the submittal register from your local computer to PrimeContract.

To add a document from your local computer:

1. From the **Add New Item...** dropdown-list, select **Document**.
2. In the Name field, type a document a name, such as Submittal Register.
3. In the File field, click **Browse**.
4. Browse your hard drive for the submittal register.
5. Click **Add Item**.

After you have finished adding the attachment, click one of the links on the left:

- Click **General** to return to the main screen.
- Click **Comments** to add any comments.



Personal View

Projects

Search



log out

Welcome, NAVFAC WebCM

October 15, 2003

The Submittal Register has been sent for approval.



Click on the Return button. The Government will inform you when the register is loaded into WebCM.



Project Tree

Search

[Advanced...](#)[!NAVFAC Internal Training Project 2](#)[Reports](#)[Project Summary](#)

To begin the submittal process click on Submittals

Enterprise View > !NAVFAC Internal Training Project 2

NAVFAC Enterprise Folder[Add Files](#)[Create a new folder](#)[Add Other ...](#)

Type	Info	Name	Size	Functions
		01. Correspondence	7 Items	
		02. Daily Reports	15 Items	
		03. Submittals	3 Items	
		04. Requests For Information	3 Items	
		05. Invoices/Payrolls/Labor Interviews	16 Items	
		06. Schedules	3 Items	
		07. Safety/Environmental	4 Items	
		08. Photos	5 Items	
		10. Constructability Reviews	2 Items	
		11. Commissioning	0 Items	
		12. Closeout	3 Items	
		13. Reports	3 Items	
		14. Contract Items	5 Items	

INAVFAC Internal
Training Project 2

Search

Advanced...

[INAVFAC Internal Training Project 2](#)[Reports](#)[Project Summary](#)

Click on Submittals Register Folder

Enterprise View > [INAVFAC Internal Training Project 2](#) > 03. Submittals[Submittal Register Approval](#) [Workflow](#) [Submittals Register Folder](#)

Type	Info	Name	Size	Functions
		3.1 Archived Submittals	2 Items	



Personal View

Projects

Search



log out

Welcome, NAVFAC WebCM

October 15, 2003

INAVFAC Internal

Training Project 2

Search

Advanced...

[INAVFAC Internal Training Project 2](#)[Reports](#)[Project Summary](#)

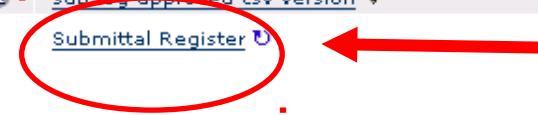
Submittals Register Folder

Configure

Enterprise View > INAVFAC Internal Training Project 2 > 03. Submittals > Submittals Register Folder

Type	Info	Name	Size	Functions
		Import4288CSVa.csv	1 KB	Download
		sub log approved csv version	62 KB	Download
		Submittal Register		

Click on Submittal Register





Personal View

Projects

Search



log out

INAVFAC Internal Training Project 2

October 15, 2003

Enterprise View > INAVFAC Internal Training Project 2 > 03. Submittals > Submittals Register Folder > Submittal Register

Add

Click on Initiate next to Subm # 1

Access Work flow	Submittal Information						Contractor Schedule Dates				Status		
	Subm #	Spec Section	Paragraph #	Description	Cl	Activity ID	Submit By	Approval Needed By	Material Needed By	Date Submitted	Status Code	Date of Status	# of Resubs
initiate 1	01200N	1.3		Schedule of prices	G	1001	02-Jan-03	02-Feb-03	03-Feb-03		NR	15-Oct-03	0
initiate 2	01310N	1.3.1		List of contact personnel	G	1002	03-Jan-03	03-Feb-03	04-Feb-03		NR	15-Oct-03	0
initiate 3	01321N	1.5		Qualifications	G	1003	04-Jan-03	04-Feb-03	05-Feb-03		NR	15-Oct-03	0
initiate 4	01321N	1.6.2.6		Standard Activity Coding Dictionary		1004	05-Jan-03	05-Feb-03	06-Feb-03		NR	15-Oct-03	0
initiate 5	01321N	1.7.2		Network Analysis Schedule	G	1005	06-Jan-03	06-Feb-03	07-Feb-03		NR	15-Oct-03	0
initiate 6	01321N	1.7.4		Accepted Network Analysis Schedule	G	1006	07-Jan-03	07-Feb-03	08-Feb-03		NR	15-Oct-03	0
initiate 7	01321N	1.7.5		Monthly Network Analysis Updates	G	1007	08-Jan-03	08-Feb-03	09-Feb-03		NR	15-Oct-03	0
initiate 8	01321N	1.7.6		Summary Network	G	1008	09-Jan-03	09-Feb-03	10-Feb-03		NR	15-Oct-03	0
initiate 9	01321N	1.7.7		As-Built Schedule	G	1009	10-Jan-03	10-Feb-03	11-Feb-03		NR	15-Oct-03	0

[<<First] [<<Previous] 1 2 3 4 5 6 7 8 9 10 [Next>>] [Last>>]

**!NAVFAC Internal
Training Project 2**
Submittal 1-

Checklist

Work Item	Finished
Overview	<input type="checkbox"/>
General	<input type="checkbox"/>
Attachments	<input checked="" type="checkbox"/>
Comments	<input type="checkbox"/>
Attributes	<input type="checkbox"/>

Initiate

Click on Attachments under Checklist

 [General](#)

Before starting the checklist, review the following Work Item sections:

Attachments	Attachments enables you to reference any documents related to this submittal item. To view, add, or modify attachments, click the Attachments link on the left.
Comments	Comments enables you to review or add relevant comments related to this submittal item. To review or add comments, click the Comments link on the left.
Attributes	Attributes enable you to cancel this submittal item. To cancel this submittal item, click the Attributes link on the left. If you are cancelling this because it is a variation , add a new item to the submittal register with a V classification.

After you complete each of these sections, click the **Initiate** button on the left.

Note: Instructions for all sections are listed below. If you need to come back to these instructions at any time, click the **Overview** link on the left. Instructions specific to each section also appear when you click the section links on the left. Use these links to navigate to each Work Item section.

 [Attachments](#)

In this section, add any documents related to this submittal item from your local computer to PrimeContract.

To add a document from your local computer:

1. From the **Add New Item...** dropdown-list, select **Document**.
2. In the Name field, type a document a name.
3. Click **OK**.

**!NAVFAC Internal
Training Project 2
Submittal 1-**

Checklist

Work Item	Finished
 Overview	<input type="checkbox"/>
 General	<input type="checkbox"/>
 Attachments	<input type="checkbox"/>
 Comments	<input type="checkbox"/>
 Attributes	<input type="checkbox"/>

[Initiate](#) **Attachments**Click [here](#) for Attachment instructions.[Add item from PrimeContract...](#)

Attach the submittal information

[Add New Item...](#)

computer to

To add a document from your local computer:

1. From the **Add New Item...** dropdown-list, select **Document**.
2. In the Name field, type a document a name.
3. In the File field, click **Browse**.
4. Browse your hard drive for the document.
5. Click **Add Item**.

To add multiple files, you can repeat this process, or you can choose the **Add Multiple Files** option on the Add Files page to add a series of documents.

After you have finished adding the documents, click one of the links on the left:

- Click **General** to return to the main screen.
- Click **Comments** to add any comments.

Once you have completed all sections, click the **Initiate** button on the left to submit the submittal item to the reviewer.

Work Item	Finished
Overview	<input type="checkbox"/>
General	<input type="checkbox"/>
Attachments	<input type="checkbox"/>
Comments	<input type="checkbox"/>
Attributes	<input type="checkbox"/>

[Initiate](#)

The attachment (the submittal) is now uploaded. You can add comments if desired. When the submittal package is ready, click on initiate.

Add item from PrimeContract...Attachments

Type	Info	Name	Size	Functions
		List of Contractor personnel	19 KB	Download

In this section, add any documents related to this submittal item from your local computer to PrimeContract.

To add a document from your local computer:

1. From the **Add New Item...** dropdown-list, select **Document**.
2. In the Name field, type a document a name.
3. In the File field, click **Browse**.
4. Browse your hard drive for the document.
5. Click **Add Item**.

To add multiple files, you can repeat this process, or you can choose the **Add Multiple Files** option on the Add Files page to add a series of documents.

After you have finished adding the documents, click one of the links on the left:

- Click **General** to return to the main screen.
- Click **Comments** to add any comments.

Once you have completed all sections, click the **Initiate** button on the left to submit the submittal

[Personal View](#)[Projects](#)[Search](#)[log out](#)

Welcome, NAVFAC WebCM

October 15, 2003

Your workflow has been successfully initiated.

A rectangular button with the word "Close" in a small, dark font. It is highlighted with a red oval.

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Click on the Close button. Please note the Contractor only receives a task notice when a submittal is given a status Code of Revise and Resubmit.